

**Kitchener-Waterloo Minor Boys Softball Association
Policy and Procedure Manual**

Section:	Privacy	Policy Number:	B-02
Title:	Consent for Collection and Use of Personal Information	Date Created:	March 2005
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Authorization:		Revision Dates:	Dec. 07

STANDARD:

The knowledge and consent of an individual are generally required for the collection, use or disclosure of personal information. KWMBSA will gain consent for the collection and use of personal information for the Association to function properly. KWMBSA's privacy policy will be available for all members to review on the Association website and as requested.

PROCEDURE:

1. All players will complete an official KWMBSA registration form prior to the start of the season. The following information is requested for collection and use by the Association, players': name, address, date of birth, phone number, email address, parents/guardians name, shirt size and any medical conditions that the Association should know (optional).
2. The parent/guardian shall sign the registration form which indicates that they are aware that this information is being collected for use by the Association to: determine player validity, date of birth, division, mailing list, contact information for the Association and coaches, this is the consent for use by the Association.
3. If the player is selected to play on a Rep or Select team this information will also be forwarded to Ontario Amateur Softball Association and North Waterloo Rural Softball League. Parents/Guardians will be informed of this information. The information sent to O.A.S.A is completed by the parent/guardian and signed by them.
4. If a parent/guardian or player requests that any part of their personal information not be passed onto others this will be documented by the Executive on form KWMBSA-B-02. Any implications that may arise from this failure to release the information will be explained to the parent/guardian.
5. Consent will be obtained by the Association from the Parent/guardian prior to using a players name on the Association website or newsletter, form B-02b. Times when this may be warranted would be to recognize those who have contributed to KWMBSA or the community or have won a competition etc. Consent will also be obtained prior to release of personal information to anyone outside of the Association.

Note: group pictures or pictures where the participant(s) have not been identified may be used on the website.